

# *Emergency Response Oversight Committee*

*February 20, 2019*

*Meeting Minutes*

*Facilitator: Brian Robison, Interim Director, Department of Emergency Response*

*Notetaker: Geri Lockwood, Department of Emergency Response*

Attendees: Mark Conrad, Cornell University Police  
Dan Maas, Cornell University OEM  
Henry Granison, TC Legislator  
Christina Dravis, TC Department of Emergency Response  
Deb Lawrence, Dryden Police Department  
Tom Parsons, Ithaca Fire Department  
Tim Bangs, Bangs Ambulance  
Jerry Wright, Cayuga Heights Police Department  
Jack Crance, TC Department of Emergency Response  
Marty Kopcho, NYSP Troup C Zone 3  
Brian Robison, TC Department of Emergency Response  
Greg Potter, TC Information & Technology Services  
Jenn Olin, TC Sheriff's Office  
Jeremy Zigenfus, TC Sheriff's Office  
Jessica Verfuss, TC Department of Emergency Response  
Tom Dunn, Ithaca College Public Safety  
Pat O'Rourke, TC Council of Governments  
Tim Williams, Groton Police Chief

Call to Order: Brian Robison called the meeting to order at 10:10 a.m.

Introductions: Introductions were made by attendees.

Changes to Agenda: None.

Minutes Approval (July 18, 2018, and November 21, 2018): Correction to Henry Granison's last name will be made.

## Old Business:

- a. Membership: Some members will be determined. The By-Laws allow for alternate members. Jessica Verfuss will be the alternate for Brian Robison (both of TC Department of Emergency Response), Jeremy Zigenfus will be the alternate for Jenn Olin (both of TC Sheriff's Office), Mark Conrad (Cornell University Police) will be the alternate for Christina Dravis (TC Department of Emergency Response), and Jerry Wright (Cayuga Heights Police Department) will be the representative for the Village Police Chiefs.
- b. Swearing In: County Public Official's Oaths were given by Geri Lockwood, Notary Public (held prior to the meeting adjournment).
- c. Completion of Signature Pages: Jessica Verfuss reported that the following have not submitted completed signature pages: Cayuga Heights (Police and Fire Departments and Mayor), Trumansburg (Police and Fire Departments and EMS), Varna, Speedsville, Freeville (Fire and Mayor), Etna, TC3, Cornell University, Ithaca College, NYS Parks Police
- d. Policies: This is a new Committee; Sub-Committees will be formed and will write policies.

### New Business:

- a. Meeting Schedule: Brian proposed that this Committee meet quarterly, 10:00 a.m., at the Department of Emergency Response, with the Executive Committee meeting at 8:30 prior to the EROC Meeting, and that the Law Enforcement and Fire and EMS Sub-Committees meet in the two months in between. He also proposed that a representative from the Department of Emergency Response be on both Sub-Committees.  
*2019 Meetings: May 15<sup>th</sup>, August 21<sup>st</sup>, November 20<sup>th</sup> – 8:30 a.m. and 10:00 a.m.*
- b. Election of Officers:
  - Chair – Jessica Verfuss nominated by Brian Robison; accepted.
  - Vice-Chair – Brian Robison
  - One Police Agency Representative – TBD
  - One Fire & EMS – TBD
  - Secretary – Geri Lockwood
- c. Establishment of Officers in Charge of Sub-Committees:
  - To be determined following memberships to Sub-Committees.

### Medical Director – Discussion:

Tom Parsons stated that it should be a high priority for a Medical Director to be named. Dr. Emmons is serving as Cayuga Medical Center's Medical Director, but there will be a fee charged for his time. Jessica added that Lee Shurtleff has information on this. Tom asked if anything is covered under a contract. Brian will pursue information on this matter.

### Standing Sub-Committee Reports (Members):

- a. Law Enforcement:
  - Jerry Wright, Jenn Olin-Chair, Marty Kopcho, Kim Moore (IT), Brian Robison, IPD (TBD-Brian to contact).
- b. Fire and EMS:
  - Tom Parsons will work with Brian and Jessica to contact representatives to form the Sub-Committee, which could be a challenge, due to work schedules, etc. Per Tom, the Advisory Board has not been active in quite some time.
- c. Dispatch:
  - Christina Dravis-Chair, Mark Conrad, Ashley Percey, Adam Mahnke, Beth McCord, Brad Marzolf, and Chris Saxon.
- d. Training:
  - Marty Kopcho-Vice-Chair, Jeremy Zigenfus-Chair.
- e. Information Technology Administration
  - Greg Potter-Chair, Justin M. Vann, Brian Wilbur, Christina Dravis, Chris Saxon, Kim Marie Moore, Loren Cottrell, Iretta Ellis, Cattyann Campbell, Jack Crance, Brad Marzolf, Alan Karasin.
- f. Executive
  - Jessica Verfuss, Brian Robison, Jenn Olin, Fire & EMS (TBD), Christina Dravis, Jeremy Zigenfus, and Greg Potter (or designees as required).

### Announcements (Personnel, Events, Projects, etc.):

#### Personnel:

- Brian announced that the duties of the Director of the Department of Emergency Response has been split into two: Director (Brian) and Fire & EMS Coordinator. The Fire & EMS Coordinator will be spending most of the time in the field, reaching out to the paid and volunteer fire departments.
- There will also be a Community Preparedness Coordinator, who will spend most of the time out of the office and performing trainings.
- Please let Brian know what is needed from the Department of Emergency Response, and he's aware that this may come out of the Sub-Committees.

### Projects:

- Brian Robison:
  - Brian has been spending a lot of time reviewing the projects at our office, which are in various stages of completion/non-completion, etc. Some are waiting for funding/approvals/training/etc.
  - Priorities are being identified, with the highest one being a back-up communications center.
  - HIDTA ODmap is also important (mapping of overdoses in the County). Although the system is up and running, the data needs to be forwarded to the Dispatchers for entry. A discussion took place regarding who should be the one to contact Dispatch – the lead police agency/first responder, or the final EMS? Was Narcan administered more than once? Is the patient deceased? Are there tainted drugs causing the overdoses? Tompkins County Health Department is the administrator of the program and handles media releases. Refresher training will be scheduled, and a follow-up discussion will be held to answer some of these questions.
  
- Greg Potter
  - Netmotion upgrade was completed by 8:00 a.m. on 2/20/19.
  - New SSL Certificates for the Spillman LINUX server will be applied the week of 2/25/19. These security Certificates are required for connectivity between Tompkins County and NYS systems.
  - Future support requests for County IT services from end users or agencies associated with EROC will be managed through an on-line form hosted by Tompkins County (Laserfiche), as an alternative to the current process of texts, phone calls, and e-mail.
  - Tompkins County ITS has implemented a new software, called Bombgar, which presents end users with the ability to approve the control of local devices. This will allow IT technicians the option of remotely working with an end user to resolve IT issues, instead of travelling to the location for assistance.
  - Greg approved a request that an EROC e-mail group be set up by IT, as well as the sub-groups.

### Request:

- Tom Parsons requested that Tompkins County increase staffing at the 911 Center, as the current staffing levels affect effectiveness of emergency response, which can lead to life-threatening issues. Henry Granison responded that he will bring the matter to the Legislators.

### Adjourn:

- Next meeting scheduled for May 15, 2019, 10:00 a.m. (Executive Committee at 8:30 a.m.), Department of Emergency Response.
- The meeting was adjourned at 11:30 a.m.